Gifts, bequests, and donations are funds given with few or no conditions specified. In general, funds are classified as gifts when the following characteristics exist: 1) disinterested generosity, 2) donor does not impose contractual requirements, and 3) funds are awarded irrevocably. The unique flexibility, or lack of restrictions, makes gifts attractive sources of support.

How to deposit Gift checks?
See DOM Fund Manager’s Manual Reference Material titled “Deposits-Gifts” or enter Article ID # 1003103 into the UCLA campus search field.

***This chapter is in reference to Regental gifts only. Only Regental gifts are deposited into the Gifts-Received-Undistributed (GRU) account-fund (4-116030-54805). Do NOT deposit Foundation gift checks. They are forwarded to the Foundation Gift Office for processing.***

Administrative Fee (new rate effective 07/01/09)
ALL gift checks will be assessed a 6.5% administrative fee. The 6.5% fee will be deducted off the top, and the remaining balance (93.5%) will be released into the PIs gift FAU indicated on the Gift Transmittal Form. PIs no longer have the option to earn the administrative fee. Gifts released from the GRU account are recorded as revenue to Regental funds.

Why review GRU Report?
Gift checks that are not being held to earn the administrative fee should be released from the GRU account-fund (4-116030-54805) into your Division’s gift expense FAU by General Accounting within a couple months of submitting the gift transmittal packet to Gift Services via Steve Chorna. If you do not see a TOF processed into your gift fund within 3 months of submitting all the required gift paperwork, there is a good chance something fell through the cracks and requires follow up. Otherwise, the gift amount will remain in the GRU and your PI is unable to access these funds.

The GRU report should be run at least once a quarter for each Division.

How to review the GRU Report?
1. Go to www.accounting.ucla.edu → Click Online Financial System → Bookmark webpage
2. Log into UCLA On-line Financial System using UCLA Logon ID & password

***This chapter is in reference to Regental gifts only. Only Regental gifts are deposited into the Gifts-Received-Undistributed (GRU) account-fund (4-116030-54805). Do NOT deposit Foundation gift checks. They are forwarded to the Foundation Gift Office for processing.***
3. Click **UCLA Financial Web Reports**

4. Click on **Detail** then **Gifts Recv’d Undistributed – Acct 116030**

5. Enter your **Department Code** & click **Get Report**.
   - Change the output type to “**Excel Spreadsheet**” so you can manipulate data & forward spreadsheet to General Accounting or Gift Services in case follow up is required.

   - In order to be able to manipulate & save data, Save As and choose Save as type “**Microsoft Office Excel Workbook (*.xls)**”
6. Sort report by cutting & pasting rows to match **Transaction Amount** credits and debits.
   1) Use **Description** field to distinguish similar dollar amounts. Be aware, descriptions are not always exactly identical.
   2) Those that match up (separated by bold lines below) have been properly processed and funds have been transferred to the PI's gift FAU. See rows 16-27 below.
   3) Those highlighted in pink do not have a corresponding debit, which means the check has been deposited into the GRU, but funds have not been transferred to the PI's gift FAU. See rows 13, 14 & 28 below.

7. Check the **Effective Date** on each transaction. If the date is more than 3 months prior, follow up is required.
How to follow up on a GRU report?
A majority of the time, the reason funds have not been released is Gift Services never received the gift paperwork.

Look through Division deposit paperwork to see if a copy of the Gift Transmittal Form with Farah’s signature was ever received.

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow up w/ Steve Chorna to see if he has a copy of the gift transmittal paperwork w/signature &amp; date it was submitted to Gift Services</td>
<td>Follow up w/ Gift Services to see if they have a copy of the complete gift transmittal paperwork</td>
</tr>
<tr>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Re-forward the paperwork to Steve.</td>
<td>Re-forward the paperwork to Gift Services.</td>
</tr>
<tr>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Follow up w/ General Accounting Gifts Fund Manager to have the TOF processed.</td>
<td>Follow up w/ General Accounting Gifts Fund Manager to have the TOF processed.</td>
</tr>
</tbody>
</table>